

SiteManager **Training Manual**



Module D
Chapter 1

**Contractor Payments
Process List**

D-4-1

Printing the Progress Estimate and Project Item Report

Student's Version

Indiana Department of Transportation
Decemberr 2007, Version 3.7b

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Printing the Progress Estimate and Project Item Report

This module will explain how to print the Invoice and Progress Estimate and Project Item Report.

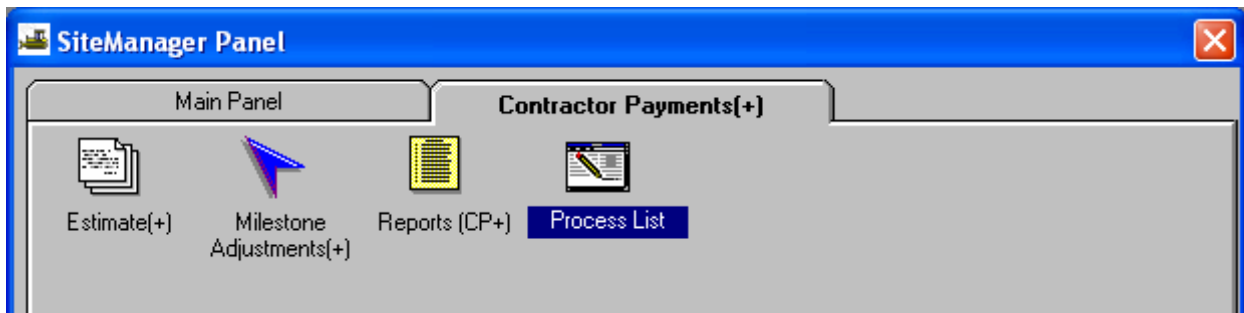
NOTE: This document can only be utilized for active Contracts while connected via CITRIX. This document cannot be used while in the Training database.

For now the estimate will be printed out for the contractor to sign. This signed estimate will stay with the contract records.

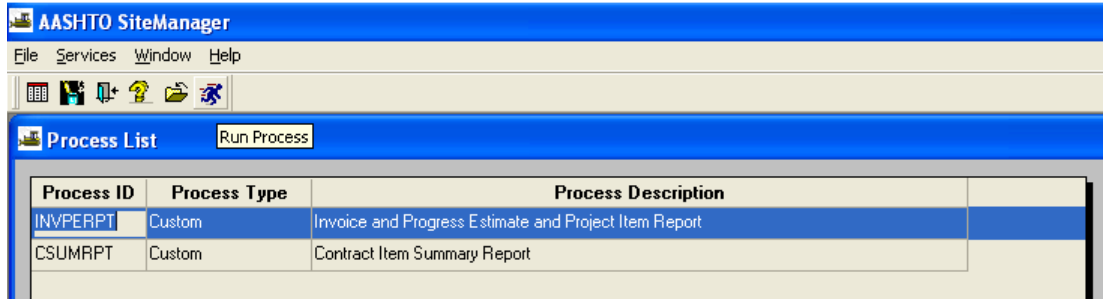
The Invoice, Progress Estimate and Project Item Report have to be processed and printed to be given to the contractor.



“Double-click” on **Contractor Payments (+)** from the **Main Panel**.

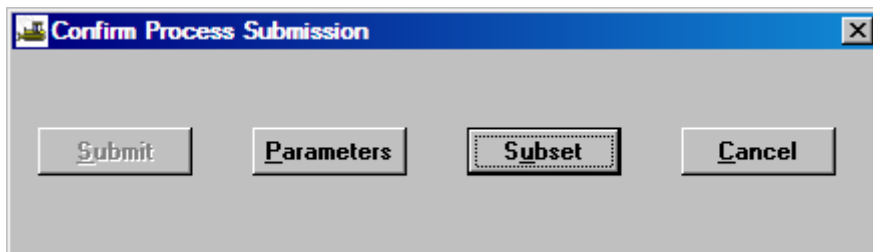


“Double-click” on **Process List**.

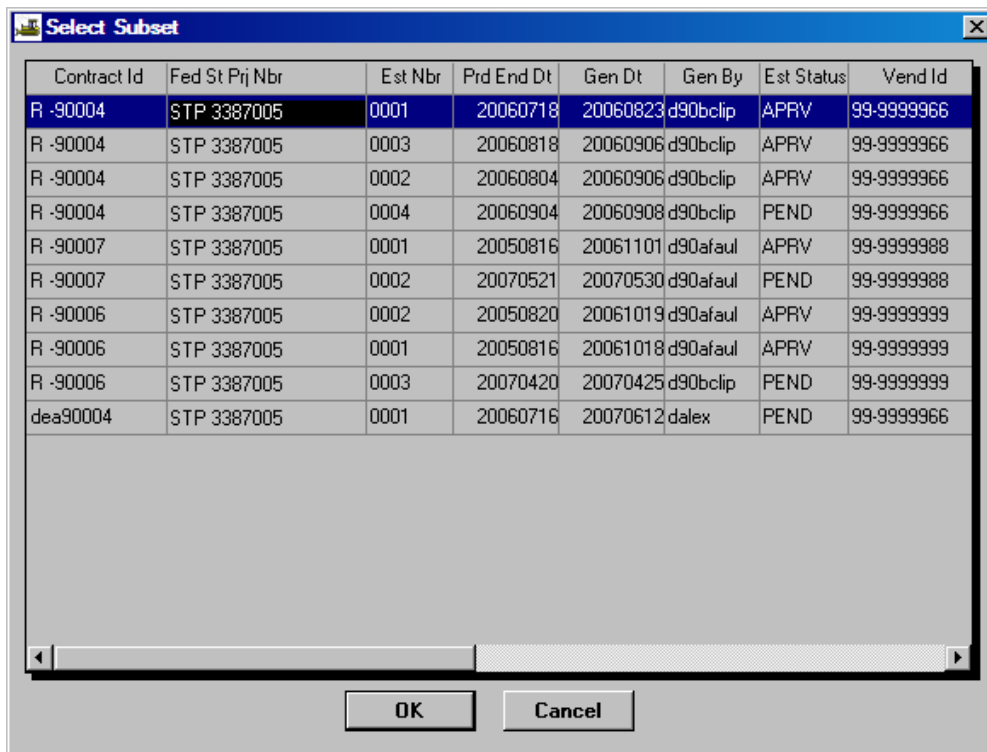


Verify that the **Process Description**, Invoice and Progress Estimate and Project Item Report is highlighted or Process ID **INVERPT**.

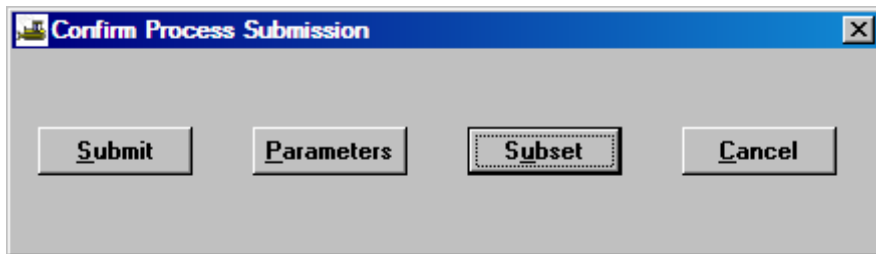
“Click” the **Run Process**  button located on the toolbar.



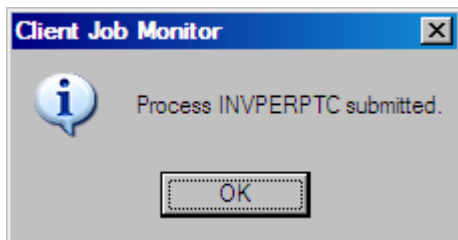
“Click” on **Subset**.



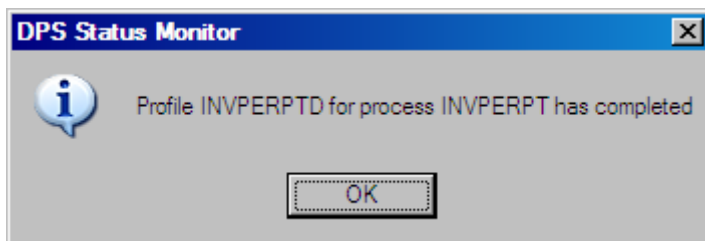
Choose the appropriate **Estimate Nbr**.



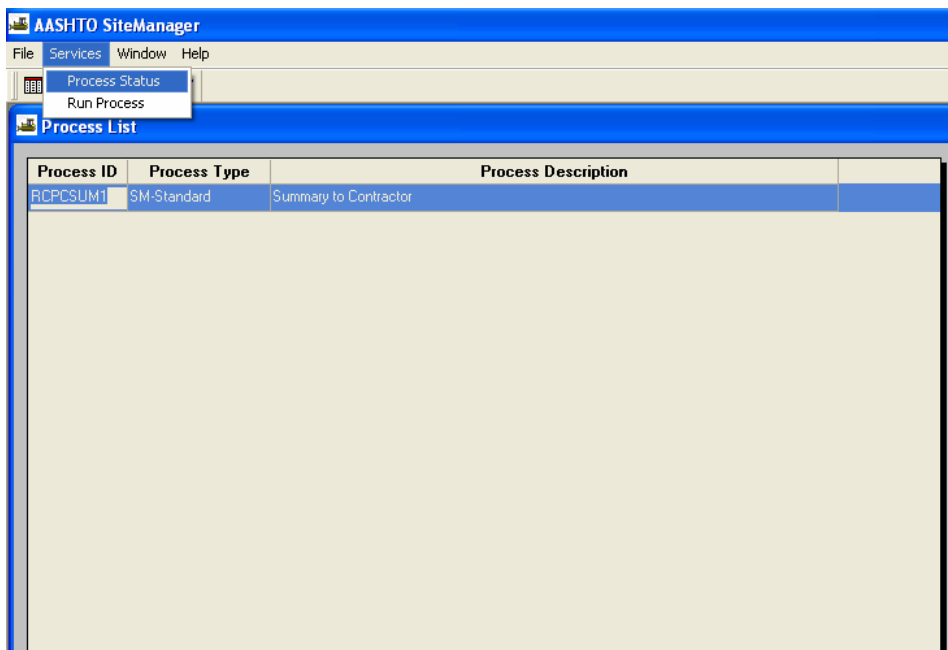
“Click” the **Submit** button.



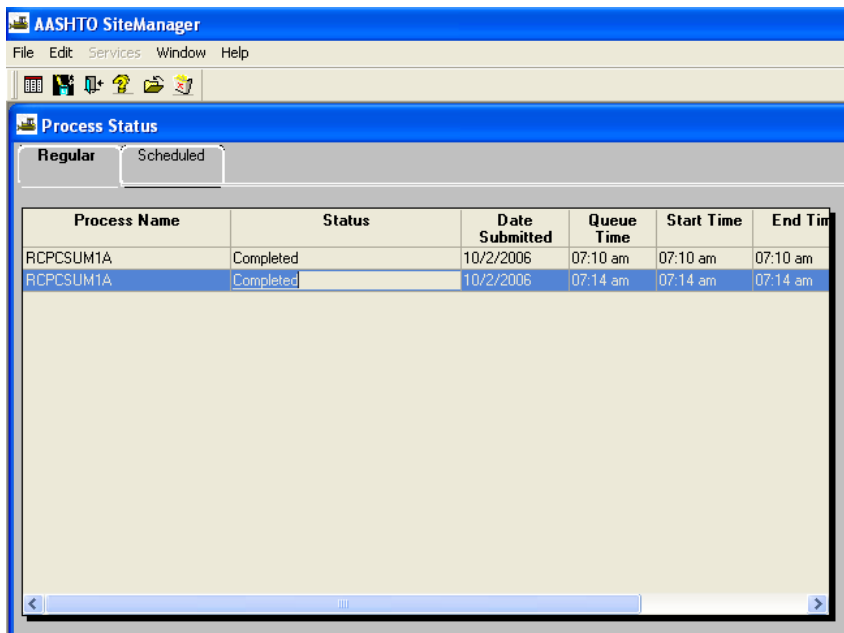
This Process submitted message will appear. “Click” **OK**.



This DPS Status Monitor message will appear. “Click” **OK**

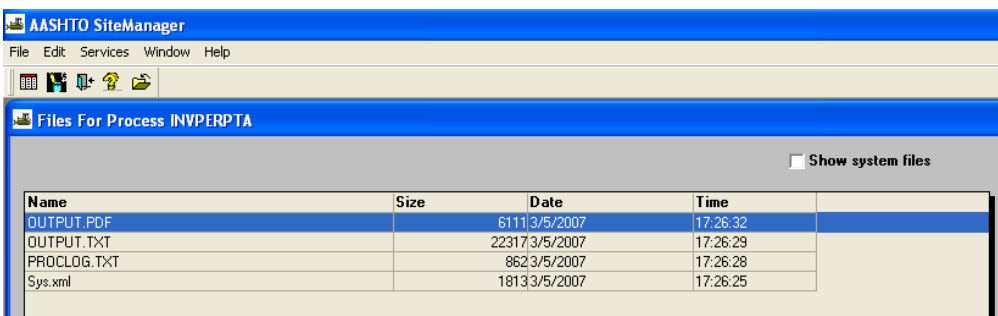


“Click” on **Services**, then “click” on **Process Status**.



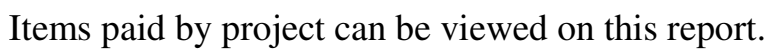
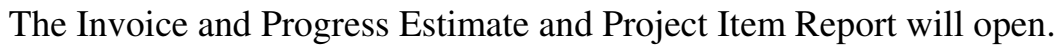
If **Process Running** does not show in the **Status** column, the most recent process generated will be at the bottom of the list.

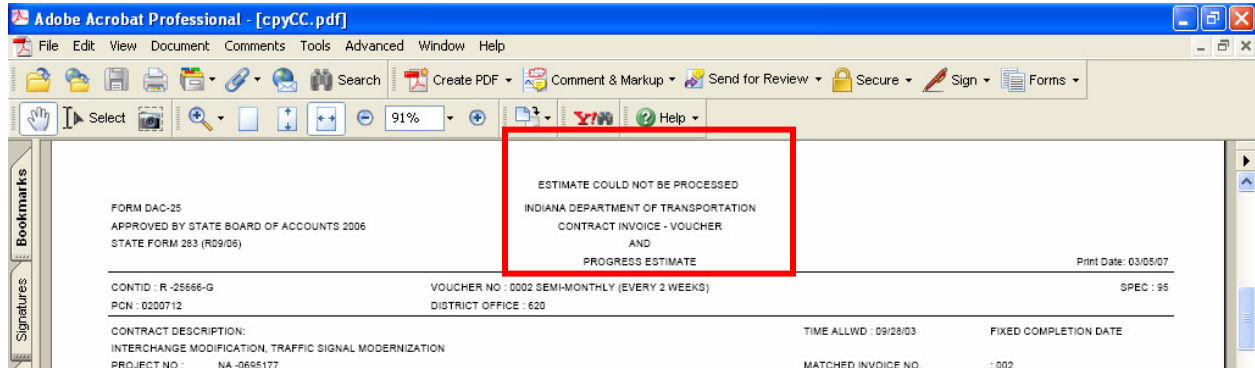
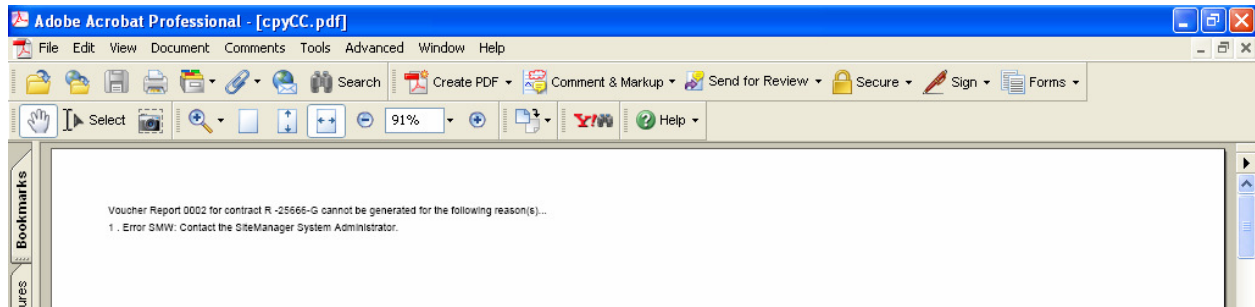
“Double-click” on the appropriate **Process Name**. Verify the correct date and time




“Click” in the **Files for Process** panel.

“Double-click” on **Output.pdf**.

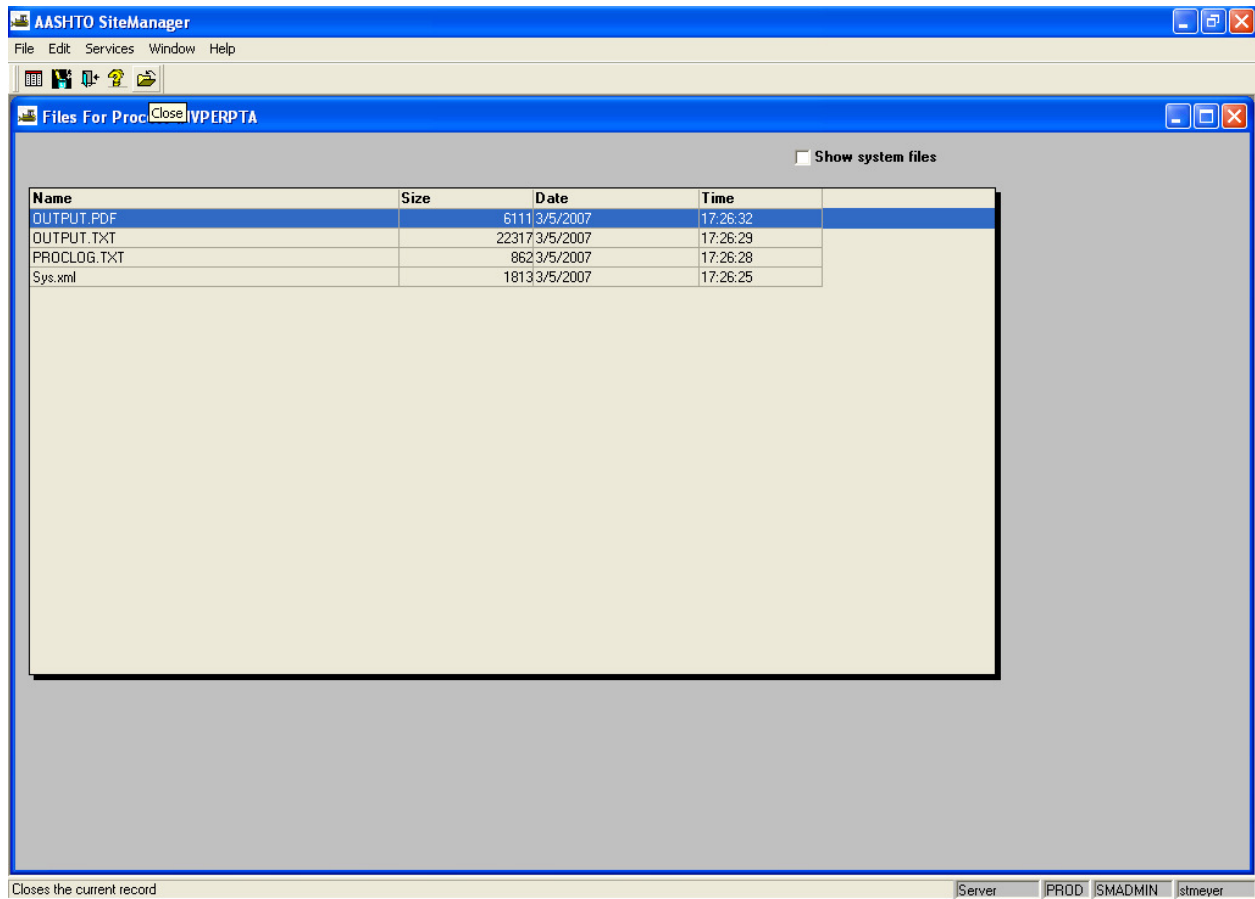






If the errors mentioned in section D-1-7, approving an Estimate, are on the estimate, then the errors will be listed on the first page of the report. There will also be an “ESTIMATE COULD NOT BE PROCESSED” label on the top of each page of the report.


“Click” the **Print**  button located on the toolbar. The report will print on the default printer.

“Click” on the **X** in the upper right hand corner to close the Report window.



“Click” on the **Close**  button located on the toolbar to close the **Files for Process INVPERPTA** box.

“Click” on the **Close**  button located on the toolbar to close the **Process Status** Box.

“Click” on the **Close**  button located on the toolbar to close the **Process List** Box and return to the Main Menu.